

DUTY STATEMENT

Classification: Systems Software Specialist II (Technical)	Position No. 210-1373-001
CBID: S01	Office: Enterprise Information Support Office
Date Prepared: March 2015	Division: Information Technology Services Branch (ITSB)
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the general supervision of the Systems Software Specialist III Supervisor of the Enterprise Infrastructure Support Office, the Systems Software Specialist II (Technical) serves as a technical lead for California Energy Commission systems with focus on Microsoft technologies. Provides technical leadership in the development, maintenance, and operation of the California Energy Commission's enterprise infrastructure, including the application, web, and database servers and associated system software, hardware, and networks used to host complex information systems.

WORKING CONDITIONS. Work is performed indoors in an office setting.

DUTIES AND RESPONSIBILITIES:

The incumbent is the senior level expert in performance of all the following tasks within the Network Support Unit. The actual duties of the System Software Specialist II include, but are not limited to the following:

40% Server Administration

Provides expert level system administration activities for Energy Commission's s largest and most complex Microsoft servers, including operating systems, SharePoint, SQL Server, and related (IIS) web and application servers. Provides support for the servers, and networks that facilitate Energy Commission's office automation environment, including domain controllers, print and file servers, storage systems, network appliances, and disaster recovery systems. The position is tasked with ensuring systems hardware and software are appropriately employed and utilized, and plays a major role in formulating IT strategies, while complying with department, agency and state IT policies. The SSS II (Tech) also acts as a SharePoint farm administrator providing backend infrastructure support for Energy Commission's production SharePoint environment. This will include management of access control to SharePoint farm and site collections using Active Directory integration and content database backup and maintenance as needed. (E)



35% **Technical Leadership**

Act as the technical lead providing direction as needed to support the Energy Commission's resolving of network hardware, software, and systems issues. Monitor the Microsoft server and systems for performance and technical issues. Work with California Natural Resource Agency (CNRA) data center staff and ITSB application developers to assess and provide needs and maintenance for application systems and server, middleware and database resources. Work with the Information Security Officer (ISO) to ensure appropriate security measures are implemented and maintained to protect the Servers, and sensitive information. Assist with the infrastructure and configuration of the database, Web and Microsoft Servers. Analyze, evaluate, and write technical reports and procedures. Conduct business activities in a professional manner that leads to superior customer satisfaction and delivers services that meet or exceed the customer's expectations. (E)

20% **Network Administrator**

Work with Network specialist to learn Network tools and applications such as DNS, Active Directory, reverse proxy, and DHCP. Acts as backup for the Network Specialist as needed. (E)

5% Perform other duties as required consistent with the classification. (M)

SIGNATURES			
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position			
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Vacant Employee		Ashok Vats Supervisor	
Date		Date	